

CHURCH WOMEN UNITED, INC.

CWU BASIC BOOK



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GENERAL INFORMATION

MISSION STATEMENT

Church Women United is a racially, culturally and theologically inclusive ecumenical Christian women's movement, celebrating unity in diversity and working for a world of peace and justice.

(Adopted by the Board of Directors, October 2000; reaffirmed November 2006)

OUR COMMON GOALS

WE INTEND TO GROW IN OUR FAITH AND TO EXTEND OUR VISION OF WHAT IT MEANS TO BE CHRISTIAN WOMEN OF FAITH IN SOCIETY TODAY --

- *By drawing upon the power of the Spirit within,*
- *By praying for direction and power for the task,*
- *By growing in understanding of the theological bases for addressing critical social issues,*
- *By developing as women a sense of our own identity and potential to enable us to take responsibility in partnership with men for leadership in church and society,*
- *By intensifying our commitment to individual witness and corporate action, and*
- *By challenging women to be in mission in new, exciting and effective ways.*

WE INTEND TO STRENGTHEN VISIBLE ECUMENICAL COMMUNITY -

- *By expanding opportunities for women to feel joy and power in unity in Christ through participation in ecumenical action, celebrations and development, and*
- *By increasing appreciation and respect for diversity by including women of all ages, lifestyles, socio-economic groups, racial and ethnic backgrounds and Christian traditions.*

WE INTEND TO WORK FOR A JUST, PEACEFUL AND CARING SOCIETY –

- *By developing understanding of our responsibilities as members of the global community,*
 - *increasing awareness of the interrelatedness and interdependence of all God's creation,*
 - *becoming informed about current national and global social issues and identifying with Christian women in every part of the world in mutual responsibility for all humankind,*
 - *strengthening critical thinking and making intentional choices, and*
 - *understanding the impact of American foreign policy on other nations and influencing those policies*
- *By combating social injustice,*
 - *increasing sensitivity and effective response to human needs and aspirations,*
 - *expanding awareness of the forms and causes of injustice, individual and systemic, including racism, sexism, classism and ageism*
 - *encouraging healing encounters in areas of tension due to racial or economic injustice,*
 - *becoming advocates on behalf of those who suffer from injustice,*
 - *working for a more just social, economic and political order, and*
 - *recognizing our own involvement in social justice and holding ourselves accountable for social justice within our own movement.*
- *By committing ourselves to be peace builders.*

WE INTEND TO USE RESPONSIBLY AND CREATIVELY THE RESOURCES GOD HAS ENTRUSTED TO US: OUR TIME, OUR ENERGY AND OUR MONEY AS WE CARRY OUT THE MISSION OF CHRIST THROUGH CHURCH WOMEN UNITED –

- *By rejoicing in the gifts God has given us and responding, in gratitude, by sharing and responsibly managing our individual and corporate resources, and*
- *By exploring the theological bases for stewardship as an integral part of our mission.*

(Adopted by the Common Council, July 1989, Reaffirmed by the Board of Directors, November 2006)

Bringing God's Shalom/Salaam To Our World

1. *Health: Promote the health and well-being of all people.*

Do you not know that your body is a temple of the Holy Spirit within you, which you have from God, and that you are not your own? For you were bought with a price; therefore glorify God in your body. (1 Corinthians 6: 19-20)

- *Work to assure comprehensive, accessible, and affordable quality healthcare for all in the United States.*
- *Support programs that encourage healthy lifestyles and promote prevention of chronic and preventable health conditions, including diabetes, obesity, and hypertension.*
- *Advocate for US policies and NGOs that provide clean water systems, education and tools for sustainably growing local food crops around the world.*

ACTION STEPS for Units:

- *Offer workshops from healthcare professionals on diabetes, hypertension, nutrition and exercise.*
- *Provide healthy snacks for unit meetings.*
- *Include sustainable farming practices into celebrations and know from where your food comes.*

ACTION STEPS for Individuals:

- *Support clean water systems through Church World Service at www.churchworldservice.org.*
- *Become an advocate for healthcare reform and follow national legislation at www.1010challenge.org.*
- *Walk or do a physical activity for at least 30 minutes each day and limit your intake of foods with trans fats and high levels of sodium.*

2. *Environmental Care: Promote personal, communal and governmental decisions that express care for all.*

Let the heavens rejoice, let the earth be glad; let the sea resound, and all that is in it. Let the fields be jubilant, and everything in them; let all the trees of the forest sing for joy. (Psalm 96:11-13)

- *Support programs that provide education about personal responsibility in the care of creation.*
- *Work for policies that address the crisis of global climate change.*
- *Advocate for environmentally sustainable farm practices.*

ACTION STEPS for Units:

- *Sponsor workshops from local experts on ways to “green” your lifestyle.*
- *Commit to using only compostable or recycled products – paper, napkins, & cups for unit meetings.*
- *Participate in World Food Day each October by hosting an event. For ideas, go to the Food and Agriculture Organization (FAO) of the UN at www.fao.org.*

ACTION STEPS for Individuals:

- *Replace all your lights with LED or energy efficient light bulbs.*
- *Join a community garden and adopt a “locavore” lifestyle by committing to eating locally produced food.*

- Advocate for cutting carbon emissions and follow the work of the Eco-Justice Programs of the NCC at www.nccecojustice.org.
3. Justice: Promote shalom through understanding, education, confession, forgiveness, reconciliation and non-violence.

He has told you, O mortal, what is good; and what does the LORD require of you but to do justice, and to love kindness, and to walk humbly with your God? (Micah 6:8)

- Support programs that embody racial, ethnic, and religious diversity and promote inclusive communities.
- Support federal, state and local policies pertaining to immigrants that maintain family unity, human dignity, and promote justice.
- Support federal and state programs that reduce violence in all forms in homes, neighborhoods, and schools.
- Work to end human trafficking and the sexual exploitation of all people.
- Work for policies that reduce the existence of nuclear arms and weapons worldwide.
- Work for policies that increase respect for international law and the ratification and implementation of United Nations' Conventions that support the rights of women and children.

ACTION STEPS for Units:

- Host an event on Human Trafficking using materials provided by CWU's task force, available through the website.
- Designate a member in your unit to be the UN Volunteer and have her report regularly the latest information on the Convention on the Rights of the Child (CRC) and the Convention to End Discrimination Against Women (CEDAW).
- Watch the movie "Bully" and discuss ways that your unit can be involved in anti-bullying work

ACTION STEPS for Individuals:

- Read *Half the Sky: Turning Oppression into Opportunity for Women Worldwide* by Nicholas Kristof & Sheryl WuDunn.
 - Offer to "teach" a class on how to an adult Sunday School class at your church on how to protect children from sexual exploitation using resources from the National Center for Missing and Exploited Children at www.ncmec.org.
 - Advocate for sensible gun control with the Coalition to Stop Gun Violence at www.csqv.org.
4. Economic Justice: Promote the dignity, safety, and economic opportunities for all people.

Here I am. If you remove the yoke from among you, the pointing of the finger, the speaking of evil, if you offer your food to the hungry and satisfy the needs of the afflicted, then your light shall rise in the darkness and your gloom be like the noonday. (Isaiah 58: 6 - 10)

- Support a moral federal budget that reduces the nation's debt burden and is equitable for all.
- Work for policies that affirm gender equality and responsible parenthood and protect against the exploitation of children and adults.
- Work for policies that assure living wages and equitable market conditions in the globalized marketplace.
- Work for policies that end poverty and provide for family economic security and end extreme poverty by implementing the Millennium Development Goals.

ACTION STEPS for Units:

- Sponsor a local event about poverty in your community with government officials and local advocates.
- Commit as a unit to host 100 Conversations in support of the 1,000 Days Campaign to support maternal and child health through Bread for the World at www.bread.org

ACTION STEPS for Individuals:

- Offer to “mentor” a young mother who lives far from her own mother and other support networks.
- Become a local advocate for a Faithful Federal Budget by visiting the district office of your Member of Congress. For information on what a faithful budget looks like, go to www.faithfulbudget.org.
- Commit to writing one letter each month to your local newspaper in support of the goals of this priority, including safety, dignity and equal opportunities for all.

QUADRENNIAL PRIORITY 2008-2012

"Building a World Fit for All God's Children"

Building Blocks:

1. **HEALTH:** Promote the health and well-being of all peoples.

Action Goals:

- Work to assure comprehensive health coverage for all children and adults.
 - Work for policies that provide accessible and affordable, quality health care.
 - Support programs that educate and encourage healthy lifestyles and promote prevention.
2. **ECONOMIC JUSTICE:** Promote the dignity, safety and economic opportunities of all peoples.

Action Goals:

- Work for policies that affirm gender equality and responsible parenthood and protect against the exploitation of children and adults.
 - Work for policies that assure living wages and equitable market conditions in an increasing globalized marketplace.
 - Work for policies that end child poverty, provide for family economic security and end extreme global poverty.
 - Work to end extreme poverty by 2015 in the United States and worldwide by implementing the Millennium Development Goals, supported by all members of the United Nations. (www.un.org/millenniumgoals.)
 - Work towards full enforcement of the Trafficking Victims Protection Act and the formation of anti-trafficking task forces in each State, to end human trafficking and sexual exploitation of children.
3. **ENVIRONMENTAL CARE:** Promote personal, communal and governmental decisions that express care for all God's creation.

Action Goals:

- Work for policies that address effectively the intensifying global crisis of climate change.

4. *PEACE: Promote the ways that make for peace.*

Action Goals:

- *Support programs that embody ethnic, racial and religious diversity and promote more inclusive communities.*
- *Support programs and work for policies that reduce gun violence and violence in all forms in neighborhoods, schools and homes.*
- *Work for policies that reduce the existence of nuclear arms and reverse the expansion of small and intermediate weapons worldwide.*
- *Work for policies that increase respect for international humanitarian laws and, in non-military ways, diminish the threats of terrorism.*
- *Work for the ratification and implementation of the United Nation's Convention on the Rights of the Child by the United States.*
- *Hold training programs to promote shalom through understanding, education, forgiveness, reconciliation and non-violence.*


QUADRENNIAL PRIORITY 2000-2004, 2004-2008

"Strengthening Families Worldwide in the 21st Century"

1. *Promoting diversity in a more inclusive society where there is equal opportunity, acceptance and dignity for all persons, creative multi-cultural understanding and where racism no longer presents its evil power.*
2. *Promoting access for all to quality health care, with more effective disease prevention and ethical choices regarding health issues; and promoting healthy lifestyles for women and children.*
3. *Promoting quality education, with life-long learning, effective and accessible education for all persons, including pre-school; and education of young adults for parenthood.*
4. *Promoting economic justice by emphasizing issues of living wages, workplace dignity and safety, environmental integrity, employment opportunities, gender equality and adequate and equitable childcare resources.*
5. *Promoting ways to diminish violence and hate against all God's creation by working for the elimination of gun violence and violence in all forms in neighborhoods, schools and homes, by advocating against the expansion of weapons worldwide, by promoting respect for international humanitarian laws, and by supporting ways to diminish the threat of terrorism in the United States and worldwide, as well as to stand firm against the use of women and children as weapons of war.*

6. *Promoting responsible media and information technology by promoting respectful media portrayals of women, children and families, minority persons and persons with disabilities, by criticizing consumerism and exploitation, and by advocating for justice in the allocation of media resources.*
7. *Promoting and supporting the care of all God's creation, understanding that the very survival of earth demands our immediate attention to lifestyle, governmental and institutional impact upon this home that God has given us.*

(Adopted by the Common Council, 7/2000; Reaffirmed, 7/2004 with the addition of #7)



THE WORK OF THE GOVERNING BODIES OF CWU

ELECTED LEADERS

Representation – Much of the diversity that CWU celebrates is to be seen in the women who come together as the elected leadership of CWU. They come from every state and from different racial and ethnic backgrounds and church and faith group affiliations; with a variety of skills, interests and concerns. They come as advocates for different constituencies and as individuals with particular agendas. Elected leaders bring needs, projected programs, activities, successes, and problems with endless possibilities to share with one another.

Decision Making – When the individual women come together, they become a new body, a "committee of the whole," as it were, with responsibility for the whole Movement. Together, the women share the responsibility to adopt goals and priorities for the Movement, to approve policies, and to adopt a budget consistent with CWU's Common Goals. Decision making comes after a process of reviewing background information and discussing concerns raised. Each member then votes according to her conscience, bearing in mind what will be best for the movement as a whole.

Financial Accountability – The elected leadership must plan wisely to make adequate financial provision for programs and the staff necessary to implement them. When the Common Council, and the Board of Directors in between Common Council Sessions, approves the annual budgets which have been recommended by the finance Committee, they accept the responsibility for raising the necessary funds to meet the commitments and for exercising careful stewardship over the expenditures.

Interpretation – One of the most important and rewarding obligations of elected leaders is that of interpretation. They listen to the women they represent and interpret the Movement to their constituencies. They take with them new understandings, new commitments, exciting potential, some answers and, certainly, new questions. It is essential that the communication flows in all directions and that the leaders take seriously their task of "telling the story" with accuracy, integrity and contagious enthusiasm. It is a continuing responsibility of the leaders to stay current on all CWU communications from the national office and from other elected leaders. They, in turn, must articulate this information to their constituents in a timely and appropriate manner.

THE ORGANIZATION OF CWU GOVERNING BODIES

The Voting Members of the Common Council are:

- The Board of Directors,
- The Nominating Committee,
- The State Presidents, and
- One Representative and one Staff Liaison from each Supporting Church-Related Women's Organization.

The Twenty (20) Elected Voting Members of the Board of Directors are:

- *The four (4) Officers of the Corporation,*
- *The four (4) Chairs of the Nominating, Celebrations, Action and Global Concerns and Communications Committees,*
- *The two (2) Representatives of the Supporting Church-Related Women's Organizations, one Staff Liaison and one Organizational Officer,*
- *The eight (8) Regional Coordinators, and*
- *The two (2) young Church Women United persons (ages 21-40).*

The powers of these bodies can be found in the Bylaws of Church Women United, Inc.

The Board of Directors does much of its work through committees and task groups. Their work is outlined in The Bylaws, The Standing Rules and in various sections of The Basic Book.

ELECTED LEADERS AND STAFF ROLES

During Sessions and Meetings:

1. *Elected Leaders are active participants in Sessions and Meetings of the Board of Directors and its committees, with voice and vote.*
 - *Staff, with the exception of an Executive Director, when such position is filled, attends Sessions and Meetings of the Board of Directors only at the invitation of the President and the Executive Director, with voice but no vote.*
2. *Elected Leaders are responsible for broad strategic thinking and direction setting.*
 - *Staff provides information, data and background on issues to the Board of Directors and committees. Elected Leaders set policy and evaluate program implementation.*
 - *Staff provides updates on implementation of program.*
3. *Elected Leaders present their committee reports.*
 - *Staff provides additional information if requested by committee chairs.*

BEFORE AND AFTER SESSIONS AND MEETINGS:

1. *Elected Leaders set the agenda and prepare for Sessions and Meetings by reading materials and staying informed on issues.*
 - *Staff helps with preparation as directed by elected leaders.*
2. *Elected Leaders serve as the communication links between the Board of Directors and Common Council Sessions and Meetings with State and Local Units.*
 - *Staff communicates regularly with assigned constituencies.*
3. *Elected Leaders develop work plans and see to their implementation, acting in a staff role when necessary.*
 - *Staff helps with the implementation of work plans as directed.*

MEETINGS

1. *The Board of Directors meets at least once a year.*
2. *Program committees may meet independently as the need requires and the budget allows.*

HOW TO PLACE ITEMS ON THE AGENDA AND CONDUCT BUSINESS

The President and the Executive Director, when that position is filled, are responsible for the preparation of the agendas for Board of Directors and Common Council Sessions and Meetings based on the minutes of past Sessions and Meetings, and on requests from committees. The agenda is sent to members well in advance.

The agenda is reviewed at the beginning of each Session or Meeting and, if necessary, modifications are made before it is approved. The President, with the consent of the members, may make adjustments to the agenda during the Session or Meeting. Items may also be placed on the agenda of the Common Council Session by a written request to the President signed by fifteen (15) members at least sixty (60) days prior to a stated Session. During the Common Council Session, agenda items go to the Reference Committee. The agenda shall not be limited to those items.

MINUTES

The Secretary records the minutes of the Sessions and Meetings of both the Board of Directors and the Common Council. She reports on behalf of the Board of Directors any recommendations to the Common Council.

The minutes are prepared in a timely manner following the Session or Meeting, usually within six (6) to eight (8) weeks.

The minutes of the Board of Directors are approved at the following Session or Meeting. The minutes of the Common Council Session are approved by the Board of Directors at their first meeting following the Common Council Session. The minutes of the Common Council are circulated to the entire membership of the Common Council. The minutes of the Board of Directors are circulated to the board members, and a summary of the minutes is sent to the Common Council members. Any corrections should be submitted to the Secretary.

Minutes are kept as brief as possible, although any pertinent and qualifying information should be indicated with the action. The Secretary notes all actions originating from the floor. These should be submitted to the Secretary in writing to ensure accuracy. Each motion is coded at the time of action for future reference with the initial of the governing body, the month and year, and the order of the motion; for example, CC.6/08.15 (Common Council June, 2008, motion number 15).

PARLIAMENTARY PROCEDURE

BASIC INFORMATION ON MOTIONS

The following insert, "Basic Information Leaflet" is from Teaching Resources available from the National Association of Parliamentarians. This and additional information can be obtained by mail or in person: National Association of Parliamentarians, 213 South Main Street, Independence, MO 64050-3850; by phone: 888-NAP-2929 and 816-833-3892; by email: hq@nap2.org; and by fax: 816-833-3893.

PARLIAMENTARY TERMS

AGENDA: *an outlined plan of an entire business session; an order of business.*

ACCEPT: *adopt, approve, agree to.*

ADOPT: *approve, agree to, accept.*

AMEND: *modify or change the wording of a motion before action is taken upon the motion itself.*

ANNOUNCING THE VOTE: *declaration by the chair of the result of the vote.*

ASSEMBLY: *a body of people assembled for the transaction of business.*

ARE YOU READY FOR THE QUESTION: *debate (discussion) is in order.*

BYLAWS: *basic rules of a society which relate to itself as an organization.*

CARRIED: *adopted, approved.*

CHAIR: *the presiding officer; the place or station of the presiding officer.*

DIVISION OF THE ASSEMBLY: *a motion requiring that a vote taken by voice or by show of hands be retaken by rising.*

EX OFFICIO: *"from the office" or by virtue of the office or chairmanship. Bylaws frequently provide that the president shall be an ex-officio member of all committees except the nominating committee.*

FLOOR, OBTAIN THE: *securing recognition by the chair as having the right to speak in a meeting.*

GENERAL CONSENT: *unanimous consent; informal agreement of the assembly. The chair asks if there is any objection to a certain procedure; silence gives consent.*

GERMANE: *closely related; of the same subject matter. Example: an amendment must be germane to the motion to which it is applied.*

IMMEDIATELY PENDING QUESTION: *the latest question (motion) stated by the chair when more than one question is pending.*

INCIDENTAL MOTIONS: *motions which deal with questions of procedure arising out of other motions or items of business.*

MAIN MOTION: *a motion that introduces business to an assembly.*

MAJORITY VOTE: *over half of the votes cast.*

MEETING: *a single gathering of persons or members of an organization, usually for the purpose of transacting business (see Session).*

MINUTES: *the record of the proceedings of an assembly; sometimes referred to as the journal.*

MOTION: *a formal proposal that certain action be taken or that a certain statement expresses the sense, opinion, desire, or will of the assembly.*

PARLIAMENTARY LAW: *a consistent system of rules which govern procedure in all deliberative assemblies; founded upon certain fundamental principles originated in the unwritten customs of the House of Parliament in England; first compiled for use in this country by Thomas Jefferson, whose manual has been the foundation for rules used in the United States House of Representatives and Senate.*

PENDING: *before the assembly. A motion is "pending" after it has been stated by the chair and until it is disposed of temporarily or permanently.*

PLURALITY VOTE: *the largest number of votes received by a candidate or proposition when three or more choices are possible. A plurality vote never decides a question or election except by specific rule of the organization.*

PRECEDENCE, TAKES: outranks; used in reference to the order in which motions can be introduced and must be considered by the assembly.

PREVIOUS NOTICE: announcement that a specific motion will be introduced at the next meeting; substance of the proposal should be described at least briefly; unless specified otherwise in the bylaws; must be made at the preceding meeting or included in the call of the meeting at which it is to be brought up.

PRIVILEGED MOTIONS: a class of motions which, although they are not directly concerned with the business before the assembly, are of such immediate importance that they have the privilege of interrupting the consideration of anything else. All motions of this class are not debatable.

PRO TEM: for the time being; most frequently applies to the office of the secretary.

PUTTING THE QUESTION: putting the motion to a vote.

QUESTION: the business before the assembly; the motion as stated by the chair (see "motion").

QUORUM: the number of members who must be present in order that business can be transacted legally. The quorum is a majority of all members unless the bylaws state otherwise.

RECESS: an intermission taken by the assembly.

RESOLUTION: a main motion usually of such importance and length as to be written; may or may not have a preamble setting forth the reasons for the resolution.

REVISION OF THE BYLAWS: a complete set of bylaws submitted as a substitute for existing bylaws.

RONR: acronym for Robert's Rules of Order Newly Revised.

SECONDARY MOTIONS: motions which can be made while a main motion is pending and which relate to business already before the assembly, to questions of order or procedure or to matters of comfort or privilege. There are three classes of secondary motions: subsidiary, privileged, and incidental.

SECONDING A MOTION: agreeing that a motion should come before a meeting.

SESSION: a meeting or a series of meetings with a single order of business, agenda, or program.

STANDING RULES: regulations for the guidance of an organization usually adopted by majority vote without previous notice.

STATING THE QUESTION: formally placing a motion before the assembly and indicating (where appropriate) that it is open to debate. Wording of a motion in the minutes should be exactly the same as when stated by the chair.

SUBSIDIARY MOTIONS: motions that assist the assembly in treating or disposing of a main motion (and sometimes other motions).

TWO-THIRDS VOTE: two out of three of the votes cast. For two-thirds approval, the affirmative vote is at least twice as large as the negative.

UNFINISHED BUSINESS: questions that have come over from the previous meeting because that meeting adjourned without completing its order of business.

VOTE: a formal expression of the will, opinion, or preference of the members of an assembly in regard to a matter submitted to it.

YIELD: give way to. A pending question yields to one of higher rank.

Valiant Woman Award

The Valiant Woman Award may be awarded in the local, state, or national units or at regional events. It is awarded to a woman who has given outstanding service to Church Women United by leading through her example, holding an office, being involved in a CWU project, and/or living the Gospel message in her everyday life, in her church, and in her community. The recognition of a Valiant Woman may be originated by a unit or by any individual in partnership with a unit. The unit provides and uses the Valiant Woman biographical information form and sends the typed form, a photo of the honoree, and the appropriate fee (\$50 from local units, \$100 from state units, and \$200 for regional and national honorees) to the national office at least one month prior to the award date. It is helpful to inform the state unit about the award and the honoree in order to maintain an accurate record there, as well. A Valiant Woman certificate and miniature CWU logo pin will be sent to the unit upon receipt of the biographical information form, photo, and the fee. The award may be presented at any appropriate unit meeting.

National Continuing Fellowship Award

The National Continuing Fellowship is that select group of women who have served as members of the Common Council of CWU, the highest legislative authority of Church Women United, Inc. These include women who have held positions as national officers and board members (including regional coordinators), nominating committee members, state presidents, and denominational representatives and staff liaisons.

Upon completion of service as a member of the Common Council, and in recognition of that service, a special CWU pin is awarded to each retiring member. The pin may be presented at a Common Council Session, at a Board of Directors Session, at the last official meeting attended by the member, at another national, regional, state or local meeting, or by mail.

The National Secretary maintains the directory of those eligible for this award and should be contacted when a member has completed serving in any of the above named positions and consequently, has completed her service on the Common Council.

The process for ensuring that the recognition is made and the pin is awarded involves notifying the National Secretary with the following information: the name of the woman to be recognized, how she has served on the Common Council, the term of her service, when and where the award will be presented, and the address for the award to be sent.

A special CWU pin is awarded to each member of the Common Council upon completion of her service as a member. The pin may be presented at a Common Council Session, at a Board of Directors Session, at the last official meeting attended by the member, at another national, regional, state or local meeting, or by mail. The National Secretary maintains the directory of those eligible for this award and should be contacted when a member has completed her service on the Common Council.

Award of Excellence

This award is given to a person (male or female) or a group which has rendered exceptional or outstanding service to CWU, although not necessarily active participants in CWU. This service should express the values and adhere to the mission and goals of CWU. A certificate acknowledging this award may be ordered from the national office for a contribution of \$25.00 and may be presented at an appropriate time of the unit's choosing.

Outstanding Young Church Women United Award

This award is given to a woman between the ages of 21 and 45 who has made valuable, outstanding, and promising contributions in ecumenical work that exemplify the mission and goals of CWU. She does not have to be an active participant in CWU but has lived out CWU's motto: "Agreed to differ, resolved to love, united to serve." A certificate acknowledging this award may be ordered from the national office for a contribution of \$5.00 and may be presented at a May Friendship Day Celebration or at a meeting deemed appropriate by the presenting unit.

Certificate of Appreciation

This award is to be used by local and state units or by the national unit to express appreciation for a specific project carried out for CWU, for general overall work expended on behalf of a state or local unit, or for any other service that a unit may wish to recognize. A certificate of appreciation may be ordered from the national office for a contribution of \$5.00 and may be presented at a time deemed appropriate by the presenting unit.

Human Rights Award

This award is given to an individual or a group who has exhibited outstanding work in upholding the human rights of women, men, and children and who has worked within an organization or behind the scenes in upholding the value and supporting the cause of human rights. A certificate acknowledging this award is ordered from the national office for \$25.00. It may be presented in conjunction with CWU's Human Rights Celebration or at a time of the unit's choosing.

Preamble: *The words and actions of members of the Board of Directors of Church Women United, Inc., affect the entire quality of the Movement. In the pursuit of excellence and the good of the Movement overall, therefore, it is vital that the members of the Board of Directors conduct their work in an ethical manner so that they merit the confidence of colleagues, employees, constituents, and the public. In order to protect and enhance the image and reputation of CWU, its members, and the Movement they represent, members of the Board of Directors must always conduct themselves in a manner reflecting the highest level of ethical conduct, honesty and openness.*

Article I. Members shall maintain high standards of diligence, creativity, and productivity, and shall:

1. *Accept responsibility for their actions and their assigned duties,*
2. *Be honest and realistic in all statements concerning CWU,*
3. *Support CWU with their money, time and resources,*
4. *Contribute new knowledge to the Board of Directors of significant work, improvement, or changes which affect CWU,*
5. *Be tolerant and considerate of staff, other Board members, other CWU women, and the general public.*
6. *Undertake tasks and accept responsibility only if qualified or after full disclosure of pertinent qualifications,*
7. *Accept no credit for work done by others, and give credit where it is due in meetings and publications,*
8. *Maintain skills and keep up to date on the important events regarding their work,*
9. *Advance the integrity and prestige of the Movement by conducting themselves with dignity and honor.*

Article II. Members shall, in their work:

1. *Treat fairly all colleagues and co-workers, regardless of race, religion, gender, age or national origin,*
2. *Report, publish and disseminate freely information to others, subject to legal and proprietary restraints,*
3. *Encourage colleagues and co-workers to act in accord with this Code and support them when they do so,*
4. *Seek, accept and offer honest criticism of work and properly credit the contributions of others,*
5. *Support and participate in the activities of local and state units of CWU, and*
6. *Assist colleagues and co-workers in their work whenever and wherever possible.*

Article III. Members shall, in their relations with constituents and staff:

1. *Act as faithful agents for the Movement in all matters, as such actions conform with other parts of this Code,*
2. *Keep information on the Board of Directors' affairs in strict confidence while a member of the board, and later, until such information is properly released, provided such actions conform with other parts of this Code,*
3. *Respect the privacy and property of others and practice common courtesy,*
4. *Inform the Board of Directors of any circumstances that could lead to a conflict of interest,*
5. *Neither give nor accept, directly or indirectly, any gift, payment or service to or from those having business relationships with CWU, and*
6. *Advise the Board of Directors in anticipating possible consequences of the projects or plans of which they have knowledge.*

Article IV. Members shall, in fulfilling their responsibilities to the Movement:

1. *Protect the safety, health and welfare of the staff, Board of Directors, and constituents and always speak out against abuse,*
2. *Abide by and uphold the Bylaws and Standing Rules of CWU and its Mission,*
3. *Support, by word and action, the officers, committee chairs, and other leaders in their responsibilities,*
4. *Discourage sensationalism, exaggeration and unwarranted statements concerning the Movement, avoiding personal controversy and encouraging cooperation, always speaking well of Board of Directors members and the Movement,*
5. *Contribute advice and knowledge, as appropriate, to local and state units and other organizations, and*
6. *Seek to expand public knowledge and appreciation of the Movement, its history and its achievements.*

Code of Ethics of Church Women United, Inc.

Adopted February 2004; reaffirmed November 2007

CONFLICT OF INTEREST STATEMENT

Officers and other members of the Board of Directors of Church Women United, Inc., who serve multiple roles, should avoid participating in matters that create the appearance of a conflict of interest. They should disclose the potential conflict to the governing body. Staff and Board members should recognize that when outside activity or employment is related to their regular duties for CWU, there is the potential that they are perceived as representing CWU in these activities. Staff and Board members should not use their CWU position for personal gain at the expense of CWU or appear to compromise the integrity of CWU.

Officers and other members of the Board of Directors are charged with the duty to act in the interest of the corporation, Church Women United, Inc. This duty of loyalty requires that any conflict of interest, real or possible, always be disclosed in advance of joining the Board of Directors and when a conflict of interest arises, thereafter.

Board members should avoid transactions in which they or their family members benefit personally. If such transactions are unavoidable, there must be full and complete disclosure to the Board of Directors.

The Board of Directors must not approve any transaction that is not fair and reasonable, and a conflicted Board member may not participate in the Board vote. Transactions involving conflicts should be fully documented in the Board's minutes; and policies regarding conflicts, as well as disclosure statements, should be discussed with the auditor(s) and attorney(s) of Church Women United, Inc.

ELECTION PROCESS

VOTING PROCEDURES AND TERM OF OFFICE

See the Bylaws of Church Women United, Inc.

Article VI. THE BOARD OF DIRECTORS, Section 2. Elections and Section 3. Term of Office

Article VII. OFFICERS, Section 2. Elections and Section 3. Term of Office

NOMINATING COMMITTEE OVERVIEW

See the Bylaws of Church Women United, Inc.

1. *The Nominating Committee is composed of a chair and eight members, one from each region, all elected by the Common Council.*
2. *Responsibilities of the Nominating Committee:*
 - *To develop and maintain biographical information on a pool of qualified candidates through communication with local, state, regional and national expressions of CWU and with supporting denominations and faith groups;*
 - *To develop a slate of nominees for the Common Council to be elected by mail ballot, ensuring that such ballot reflects CWU's diversity (e.g., denominations, faith groups, age, socio-economic, educational, ethnicity, culture, and demographics);*
 - *To present the proposed slate of nominees to the national office in a timely manner to ensure the preparation of a ballot to be mailed to the Common Council for election by the deadline as defined in the Standing Rules;*
 - *To present at least one name of a nominee, whose qualifications must be consistent with the Bylaws of CWU, inc., to the Board of Directors to fill a vacancy between elections;*
 - *To review and maintain written job descriptions for all positions to be filled by election;*
 - *To maintain election cycles as defined in the Standing Rules;*
 - *To prepare profiles of elected members of Common Council for purposes of analyzing diversity;*
 - *To update annually the eligibility chart of elected members of Common Council;*
 - *To communicate with nominees regarding their willingness to serve and, after balloting, communicate the election results and advise those elected on attendance at the Common Council and Board of Directors Sessions;*

- *To report regularly to the Board of Directors and Common Council and carry out additional tasks as requested.*
3. *Members of the Nominating Committee should have the following qualifications and skills:*
- *The ability to give precise attention to detail and organize a wide variety of data systematically;*
 - *A good understanding of CWU and the willingness to study the Bylaws and Standing Rules;*
 - *Understanding of and respect for the need of confidentiality in committee deliberations; and*
 - *Effective communications skills.*
4. *Meetings*
- *All members meet in full committee once a year. Members serve on the Common Council, which meets*
 - *every four (4) years;*
 - *The presence of a Nominating Committee member at each regional event is encouraged;*
 - *Additional committee meetings may be held by telephone conference, e-mail or electronic means;*
 - *The committee chair is a member of the Board of Directors and attends all meetings of that body.*
5. *Expectations for women elected to the Board of Directors of CWU:*
- *Serve as communicators for the national Movement to state and local units;*
 - *Interpret the mission, goals and objectives of the Movement;*
 - *Take a proactive role in implementing national program priorities and other related responsibilities;*
 - *Support the national Movement financially and subscribe to ChurchWoman News;*
 - *Participate in local and state units; and*
 - *Help recruit leadership for the national Movement by submitting biographical information on potential nominees to the Nominating Committee.*

GUIDELINES FOR THE NOMINATING COMMITTEE OF CWU

1. *The Chair of the Nominating Committee shall convene the committee and is responsible for interpreting the nature, function and responsibilities of the committee to the members.*
2. *The Nominating Committee shall*
 - *Be responsible for developing a network that will provide opportunities to the local, state, regional and national expressions of CWU for submission of names of qualified candidates;*
 - *Analyze leadership needs for the particular time in the life of CWU and the current national and global realities, and be open to seeking new leadership;*
 - *Be sensitive to the diversity of the CWU constituency and seek to reflect that diversity in the slate of nominees.*
3. *The members of the committee shall agree upon:*
 - *All criteria for the selection of nominees; and*
 - *A process for receiving recommendations from the constituency, and for collecting biographical data from, and references for, each nominee.*
4. *Personal data used by the committee and all discussions and decisions shall be held in strict confidence.*
5. *Committee members shall receive all available supporting information and data necessary for carrying out their tasks prior to their meeting, if possible, or as soon as it becomes available upon arrival at the meeting.*
6. *Committee members shall have job descriptions for all positions open for election.*
7. *The committee shall not be limited in considering a candidate solely for the recommended position; neither shall it be limited in considering only candidates that come through the constituency recommendation process.*
8. *No Nominating Committee member may be selected as a nominee for any Board of Directors while serving on the committee, unless the member were to be nominated for the position of Nominating Committee Chairperson.*
9. *Final voting by the committee for the selection of nominees will be by written ballot when possible, but may be by other means, such as voice vote, at the discretion of the committee.*
10. *Members of the Nominating Committee shall seek the permission of the nominees to have their names placed on the ballot. The committee members shall provide each nominee with a clear description of the responsibilities and the term of the position.*
11. *In the case of the Cycle Two election of the National Treasurer, the nominee(s) shall be informed that the term of office does not begin until CWU's fiscal year commences on January 1 of the following year. She shall be considered to hold the position of Treasurer Elect and shall be asked to work with the present National Treasurer and to take part in the fall Board of Directors' Session as part of a transition period of six months into the position of National Treasurer. She shall serve on the Board of Directors with voice but not vote during this transition period.*

12. *Nominees shall not be announced until the slate is complete. Committee members are not to release names of nominees until the ballot is mailed to the Common Council members.*
13. *In the year of a Quadrennial Common Council Session, the committee shall prepare the ballot for mailing to all members of the Common Council at least thirty (60) days prior to the Common Council Session. In other years, the ballot will be mailed by May 5. The ballot shall include:*
 - *At least one nominee for each position to be filled,*
 - *A space for a write-in vote for each position,*
 - *Full instructions for marking and returning the ballot by the required date,*
 - *A return envelope addressed to the teller designated to receive the marked ballot, and*
 - *A brief statement of the qualifications and a photograph of each nominee, if available.*
14. *The President may appoint staff members to serve as tellers to receive and count the votes. The tellers shall verify the results of the election and make a report to the President with a copy to the Nominating Committee Chair.*
15. *To be considered a valid vote, the return envelope containing the marked ballot must be postmarked no later than the date specified in the instructions. In the year of a Common Council Session, this shall be no later than thirty (30) days prior to the Session.*
16. *When the ballots have been counted, the Nominating Committee Chair shall inform the nominees who have been elected of the results of the election and shall invite them to attend the next Common Council Session, Board of Directors Session, or Regional Gathering. Likewise, the nominees who were not elected shall be notified, thanked for their willingness to have their name placed in nomination, and asked if their names might remain in the active pool for consideration for future national CWU leadership.*
17. *The President shall officially announce the results of the election at the next Session of the Common Council or Board of Directors but may release the results as soon as it is appropriate to do so.*
18. *The Nominating Committee shall maintain a data bank of potential leaders and nominees from those not elected to a position.*

THE NATIONAL OFFICE

THE ROLE OF THE NATIONAL OFFICE AND STAFF

CWU is staffed by professional and support people who bring their competence, skills, creativity, commitment and vision to the movement.

The National Office provides:

- *Implementation of policy and program plans, correspondence, printed resources, and publications;*
- *Resources for the Common Council, the Board of Directors, committees, and task groups;*
- *Continuity for the Movement: day-to-day administration, maintenance of records, lists and historical materials;*
- *Financial management and development;*
- *Communication linkages between the national Movement and the constituency; and*
- *Linkages with other religious and women's organizations.*

COMMITTEES

COMMITTEE OVERVIEW

All standing committees, teams, and task groups shall:

- *Prepare plans and options for carrying out their work, being mindful of CWU's mission and Quadrennial Priority(ies)*
- *Present these plans and options to the Board of Directors (BOD) for discussion and approval;*
- *Present recommendations requiring a vote of the governing body in writing, making sure that a copy is given to the Secretary for inclusion in the minutes of the session;*
- *Discuss and make recommendations on plans and options for their portion of the budget; and*
- *Evaluate the outcome of the work in their program area annually.*

EXECUTIVE COMMITTEE

The Executive Committee is composed of the four elected officers. The Executive Committee has much of the power to conduct the business of the BOD between sessions but receives its direction from the BOD and cannot modify any action taken by the BOD. The Executive Committee also serves as a sounding board and support group for the President. Minutes must be taken at its meetings and distributed to the members of the BOD in a timely manner.

In addition, the Executive Committee:

- *Receives information and prepares the agenda for the BOD sessions;*
- *Synthesizes information and makes recommendations, especially for the goal-setting and long-range planning of the Movement; and*
- *Promotes ecumenical leadership development through the office of the Vice President. (See Bylaws, Article VII, Section 1,B,4)*

PERSONNEL COMMITTEE

The Personnel Committee is composed of the Officers of the Corporation and two (2) other members of the BOD as appointed by the President with the approval of the Board of Directors. The President serves as the Chair of the Committee. The responsibilities of the Personnel Committee are:

- To develop and recommend to the BOD the personnel policies and to review the policies annually, in consultation with the Executive Director when that position is filled;*
- To establish criteria for the employment of staff;*
- To serve on the search committee in the recruitment and employment of an Executive Director; and/or an Executive Office Manager.*
- To carry out its responsibility in the selection and termination of executive staff, as delegated by the BOD;*
- To review annually the performance of the Executive Director and/or an Executive Office Manager when such are employed;*
- To review annually, with the Executive Director and or Executive Office Manager, when such are employed, the evaluation of staff performance;*
- To review any grievances of staff referred to the committee by the Executive Director and/or Executive Office Manager , when such are employed;*
- To review annually the implementation of affirmative action policy*
- To receive referrals from the BOD on matters requiring Personnel Committee study and action; and*
- To interpret to the BOD the responsibilities of the Personnel Committee for the administration of personnel matters.*

FINANCE COMMITTEE

The Finance Committee shall be composed of the National Treasurer as chairperson and no more than three (3) additional committee members appointed by the National President with the approval of the Board of Directors. Those appointed will not serve as voting members of the Board unless they are already member of the Board of Directors, The responsibilities of the Finance Committee are:

- *To establish budget guidelines*
- *To develop an annual budget and recommend it to the Board of Directors for adoption,*
- *To develop an annual budget in the year of the Quadrennial Session and recommend it to the Common Council for adoption,*
- *To interpret budgets to the Board of Directors, the Common Council and the constituency*
- *To prepare for and see that an annual audit is completed, and*
- *To initiate and oversee financial development for the Movement.*

FINANCE POLICY

Budget Guidelines

- *The budget must be consistent with the mission statement and priorities as approved by the Common Council.*
- *Cash flow planning will be part of budgeting.*

Church Women United, Inc., shall:

- *Deposit an annual minimum amount of \$20,000 in the account for the National State Presidents Meeting and the Common Council Session;*
- *Approve an annual budget not to exceed the money received in the previous fiscal year, excluding foundation grants;*
- *Maintain a \$200,000 minimum investment fund for any unforeseen emergency; and*
- *Plan for any ecumenical event sponsored by CWU to be self supporting.*

Indemnification

CWU provides insurance coverage for all Common Council member and staff in the event of legal suits arising while Common Council members and staff are acting on behalf of the national unit. This is required by New York State Law and our Bylaws.

IRS National Group Exemption Coverage

In order to qualify for CWU, Inc.'s Group Exemption Status, a unit must have its own Employer Identification Number (EIN), have a calendar year accounting period, support the work of CWU, Inc. and have purposes and activities as CWU Inc.

Local and State Units that do not have their own tax exemption ruling should apply for coverage under CWU, Inc.'s Group Exemption Status in order to:

- *Legally accept gifts, grants, etc., as a qualified non-profit organization;*
- *Obtain bulk mailing permits; and*
- *Qualify for exemption from local and state taxes on purchases.*

Note: Units with gross receipts under \$25,000 do not have to file Tax Form 990. However, the form should be returned to the nearest IRS office with the notation, "Income under \$25,000."

If using the National Group Exemption Coverage, an annual financial report is due to the national office one (1) month after the end of the fiscal year.

To Apply for an Employer Identification Number (EIN)

To get an EIN for banking, you need IRS Form SS-4, Application for Employer Identification Number. To get IRS Form SS-4:

- *On the internet – access the website www.IRS.gov.*
- *Click on Forms and Publications*
- *Click on Downloads Forms and publications by Form & Instruction #*
- *Insert SS-4 in the box after Find*
- *Or call 1-800-829-4933 for IRS assistance to Obtain EIN.*

Finance Committee policy requires that:

- A minimum of two (2) bids be solicited for contracts in excess of \$3,000 for the purchase of materials, equipment and services;
- Bids from women and minorities be especially sought out. Project Equality Buyers Guide is used to validate that all suppliers adhere to equal opportunities in their employment processes.

INVESTMENT POLICY STATEMENT FOR CWU, INC. (Approved by the Board of Directors 6/82)

Church Women United, Inc. is a corporation operating under the Not-For-Profit Corporation Law of the State of New York. General management of the affairs of the corporation are vested in the Executive Council which has the powers and responsibilities of a Board of Directors under the laws of the State of New York.

One of these powers and functions is that of assurance of a sound financial administration and provisions of financial resources required to carry out the approved program objectives of Church Women United.

The Board of Directors, through the Finance Committee, has oversight of the funds based on the following policy:

- *Choice of investments is guided by Church Women United's goals, reflecting the ethical and social policy of Church Women United and the intention for corporate witness of Christian women committed to work for a just, peaceful and caring global community.*
- *Consideration is given to the social responsibility of corporations selected for investment. While realizing the complexities of investment and the multifaceted activities of corporations, it is intended that investments be placed with enterprises whose policies and procedures are consistent with the social and ethical philosophy of Church Women United.*
- *Action related to investments, such as dialogue with management, shareholder proposals, or divestment of holdings, may be taken when a corporation's policy and/or procedures show evidence of militarism, racism, sexism, economic or social injustice, pollution or destruction of environment.*
- *Alternative or selective investments are made with a portion of investment funds as statements of social significance to express the social and ethical philosophy of Church Women United, Inc.*
- *Church Women United will act, when possible, in consultation and cooperation with other church bodies through the Interfaith Center on Corporate Responsibility as well as utilizing other resources to determine responsible corporate behavior.*

Financial Development

Introduction

Historical Rationale

Church Women United looks to the future for the gifts which can be left for women, men, and children of tomorrow, to the past with gratitude for Church Women United's rich inheritance, and to the present to meet the needs and challenges of women today. The lives of women of Church Women United have been interwoven in a tapestry of race, class, religious tradition, educational diversity, power and powerlessness, and in varied locations as Church Women United has attempted to create a more human and Christian global community.

Theological Rationale

Church Women United acts as women of our own time and place, to facilitate change toward wholeness, as God's people and the body of Christ. We are called to be advocates for the whole earth (Psalm 24:1). We are called to re-examine our participation, both individually and corporately, in the health and brokenness of this world (I Peter 4:10). Church Women United acts out this calling in programs and through structure.

Present Situation

The use of funds is also the use of our time, talents and energies. A portion goes for individual sustenance and a portion for sustaining others. In recent years Church Women United has placed its funds in banks and investment entities to protect and enhance its value and growth with the goal of supporting ongoing and future programs of Church Women United.

In the last decade, stewardship through investment has become very complicated. Investors who wish to express an ethical position face new problems coming from unprecedented growth of multinational corporations. The complexity of conglomerates makes it difficult to know the activities of a corporation and its subsidiaries. There is evidence in recent years of the increasing connection between investments and foreign policy of the United States. Many church bodies have come together to share their experience related to corporate responsibility.

At the October 1980 meeting of the Executive Council of Church Women United, the Finance Committee, in collaboration with the Ecumenical Action planning group and the Finance Committee, was requested to reassess the investment aspect of Church Women United's program and to provide a policy statement for Church Women United. The policy builds upon previous practices and commitments of both the Ecumenical Action planning group and the Finance Committee. It sets forth general principles, procedures and guidelines for investing funds. Such policy is deemed adequate for Church Women United, Inc., and to be useful for state and local units of Church Women United, and for individual members, as well.

Principles and Procedures

The Finance Committee

- *Receives investment advice from the Accountant and Bank Advisor.*
- *Confers with these Resource people for consistency with the goal of Church Women United.*

The Action/Global Concerns Committee

- *Investigates entities with whom Church Women United does business to assess policies and practices indicating social responsibility.*
- *Monitors corporations with whom Church Women United invests for corporate responsibility.*
- *Seeks redress in the following ways when concerns arise:*
 - *Requests the Finance Committee to consider investing, refrain from investing, or divesting Church Women United of a specific stock.*
 - *Advises the Finance Committee of prudent alternative investments.*
 - *Receives, through Action/Global Concerns Committee Chair, proxy statements, annual reports and annual meeting summaries for specified Church Women United shareholdings for appropriate action.*
 - *Addresses corporation management with concerns by writing letters, requesting a meeting, or filing a shareholder proposal for consideration at corporation's annual meeting.*
 - *Petitions government entities regarding corporate responsibility issues.*
 - *Joins in legal action or consumer boycotts against a corporation, when appropriate and when approved by the Board of Directors.*

The Investment Resource People

- *Determine general investment for Church Women United with due consideration for the goals, purpose and policies of Church Women United, Inc.*

- *Advises the Finance Committee concerning the prudence of alternative investments with enterprises of social significance.*

Guidelines

Corporate Practices Inconsistent with Goals of Church Women United

• Militarism

- *Corporations which are war-related industries or involved in lobbying or public campaigns for military spending.*
- *Corporations which have more than five percent of income from military contracts or which demonstrate an excessive reliance on militarism.*
- *Corporations which manufacture nuclear weapons.*
- *Corporations which violate the spirit and/or the letter of the Hague Conventions and other international laws related to the production of weapons.*

• Racism

- *Corporations where data on affirmative action policy and Equal Employment Opportunity policy disclosures indicate practices contributing to racial inequality or racism.*
- *Corporations whose foreign practices foster racial inequality, support racially repressive regimes or deter self-development of third world persons.*

• Sexism

- *Corporations with sexist policy or practices in recruitment, interviewing, employment, work conditions, promotion plans, targets and other matters with respect to women.*
- *Corporations which have insufficient representation of women on boards of directors and as management personnel.*
- *Corporations whose advertising evidences stereotyping and demeaning attitudes toward women.*
- *Transnational corporations whose practices reflect cultural biases and female stereotyping abroad or with the United States.*

- **Economic and Social Injustice**

- *Corporations practicing discrimination in employment, promotion, training or compensation against youth, aging, minorities, women and others.*
- *Corporations which have exploitive effects on communities or nations where corporations are located or who contribute economic support to governments whose policies inhibit the rights of social groups.*
- *Corporations which use fraudulent marketing practices or produce goods and services harmful to consumers.*
- *Corporations who sell harmful products with advertisements geared to children.*
- *Corporations which lack adequate pension systems and retirement policies for employees.*

- **Pollution or Destruction of the Environment**

- *Corporations whose products or by-products harm the natural environment or the health of human beings.*
- *Corporations which persist in violating existing pollution laws.*
- *Corporations which frustrate the public welfare through exertion of influence on environmental legislation.*

Criteria for Alternative Investments

Consideration shall be given to corporations and loan societies providing a reasonable financial return and which are socially significant in areas of:

- **Peace**

Corporations making an effort to convert from military to peacetime operations by increasing production of needed non-military goods and by reducing their present level of war production.

- **Justice for Women**

- *Corporations with affirmative action programs enlisting women in decision-making positions and asserting rights of women to equal treatment in employment, compensation and promotion.*
- *Corporations sensitive to needs of working mothers, providing nursery, day care center and other facilities useful to women in the workplace.*

- **Racial, Economic and Social Justice**

- *Corporations with minority control or with effective minority representation in management and on boards.*

- *Corporations committed to loans to minorities and low-cost loans and support to the poor, thus fostering integration and self-development and alleviation of conditions producing racism.*
- *Corporations providing working conditions, wages, promotion and training opportunities, non-discriminatory of race, religion, class, age or handicap.*
- *Corporations whose international policies stress protection of human rights and who refrain from operations in nations where racial discrimination is law.*
- *Corporations whose operations are consistent with United Nations' resolutions on trade, aid and development and whose product promotion and sales adhere to the same health standards nationally and internationally.*

• **Protection for the Environment**

- *Corporations displaying sensitivity to the problems of maintaining ecological balance through efforts to control pollution.*
- *Corporations whose operations and products increase energy efficiency.*
- *Corporations providing better transportation systems and public-use facilities.*
- *Corporations engaging in natural resource development and replacement.*

• **Concern for the Aging**

- *Corporations providing quality low-cost housing for older citizens.*
- *Corporations pursuing social policies and community service projects helpful to aging persons.*

3. FINANCIAL DEVELOPMENT

Financial Development is a part of the Finance Committee and, as such, the committee has the responsibility to:

- *Develop long- and short-term strategies for resource development.*
- *Plan and execute annual appeals for financial support to:*
 - *Local and state units*
 - *Supporting denominations and faith groups*
 - *Continuing Fellowship members and other identified groups and individual donors*
- *Ensure that a prompt acknowledgement and letter of appreciation goes to donors, and*
- *Seek to assist state and local units in developing their financial resources.*

GIVING OPPORTUNITIES INCLUDE:

Annual Gifts

An annual appeal may be made to a select list of persons for an outright gift or pledge to support the life and work of CWU. The list may include Common Council members, National Continuing Fellowship members, past and ongoing donors to the National Unit, and new prospective contributors. This may be accomplished by mail, phone, or electronic means.

Planned Gifts

CWU's Planned Giving Program includes bequests and life insurance.

Honor Gifts and Memorial Gifts

These are ways to honor or remember a friend or loved one by furthering the work of CWU through a gift. Acknowledgements of Honor Gifts and Memorials are sent to both the donor and the honoree or her family.

Valiant Woman Awards

These awards are a way to honor women who have helped to build and shape CWU and who have given outstanding service to the church and their community. Contributions (\$50 from local units, \$100 from state units, and \$200 from the national unit) are forwarded to the national office accompanied by the name, address, picture and biographical sketch of the recipient. Her name will be recorded in a national album, and a certificate and a CWU logo pin are sent to the donor unit in order for the Valiant Woman to be recognized as the unit deems appropriate.

Human Rights Awards

Young Church Woman Certificates

Key Woman Awards

Sister Endowment Fund for the Future

This Endowment Fund was established in 2003 to provide a secure financial base for the movement and ensure continuity in times of uncertain economic conditions. Interest income generated goes into the operating budget. The principal may not be used. Individuals contribute \$200 to the fund, either in a one-time gift or in installments, and their name is inscribed on a special plaque in the national office. They also receive a SISTER pin and a letter of appreciation.

Gift Certificates

Gift certificates are the way in which all members of the constituency may contribute to the mission of CWU. Local and state units may receive special gift certificates from the national unit and are encouraged to distribute them as widely as possible. The money received will be used where most needed for the life and mission of CWU.

WHERE THE GIFTS GO:

Gifts that recognize Valiant Women, Honor Gifts and Memorial Gifts go into special projects of the national unit. Annual gifts, gift certificates and any Special Appeal contributions go into the operating budget to support ongoing national programs. Planned Gifts, if not designated, go to the operating budget. Human Rights Celebration offerings are used to further the work of the national Celebration, Action and Global Concerns, and Communication Committees.

CWU ASSISTS STATE AND LOCAL UNITS IN DEVELOPING THEIR FINANCIAL RESOURCES BY:

Financial Support Cards which give local units the opportunity to share in the growth of their state unit through an annual pledge to the state budget.

Share-In Envelopes provide opportunities for members to give to the local unit budget.

CELEBRATIONS COMMITTEE

The Celebrations Committee is composed of an elected Chair and no more than six (6) additional committee members. The Chair of the Action and Global Concerns Committee may serve as liaison in the development of the action component of the celebrations. The committee members are appointed by the national President in consultation with the Celebrations Chair and with the approval of the Board of Directors. (Bylaws, Article VIII, Section 2, A)

The responsibilities of the Celebrations Committee are:

- *To produce, promote and evaluate the three CWU Celebration Days: May Friendship Day, World Community Day and the Human Rights Celebration;*
- *To select themes and writers for the three Celebration Days;*
- *To work with appropriate staff in all aspects of production, distribution, and evaluation of reports on each of the celebrations.*
- *To develop supplementary materials such as music CDs when needed;*
- *To promote and distribute the Fellowship of the Least Coin materials;*
- *To maintain contact with the network of State Celebration Chairs;*
- *To promote ecumenical leadership development in CWU units;*
- *To submit appropriate information for the CWU website and ChurchWoman News;*
- *To prepare workshops for use at national and regional events; and*
- *To help in the preparation of a Wellsprings Bible Study when appropriate programmatically and financially.*
- *To propose an annual budget for the committee.*

May Friendship Day

This celebration began in May 1933 by two independent groups as a luncheon focused on local concerns of "Child Health" and "Children of Migrant Families." The first was held by the Women's Council for Home Missions in New York City, and the second "Dedication Day" was sponsored by the National Council of Federated Church Women to encourage the community interest and social concern of local councils of church women throughout the country. These gatherings continued and expanded until 1939 when they merged under the National Council of Church Women which called for an annual observance "to strengthen a growing sense of unity, the joy of Christian fellowship and the power of Christianity in the day of need." In 1945, it was officially named May Fellowship Day. In 1999, CWU's Executive Council (Board of Directors) voted to change

the name to May Friendship Day. May Friendship Day is traditionally celebrated the first Friday of May and continues to focus on unity and issues within the loyal community, usually in a luncheon setting.

World Community Day

World Community Day is traditionally held the first Friday in November. The themes focus on responsible corporate action for justice and peace. It began in 1943 from a motion by Mrs. Albert Palmer, president of the Chicago Council of Church Women, at a meeting of denominational presidents and executive secretaries that a day be set aside in the fall for the study of peace by church women. This grew out of reports from a Study conference on "A Just and Durable Peace," held in 1943. Many denominations were printing their own studies on the new world order, but they determined by this meeting that their unity would be strengthened on one day of united study. Therefore, Armistice Day, November 11, 1943, was set aside as a special "Peace Day" to be called "World Community Day," focusing on the theme, "The Price of an Enduring Peace." The second observance in 1944 was climaxed by the signing of the following personal pledge by participants:

"I do solemnly promise, in the presence of God, to work and pray for the establishment of a just and durable peace. I do this for the sake of the future peace and prosperity of the United States of America and for the justice and liberty for people of all nations. Unto this task I commit my will and my prayers."

World Community Day continues to emphasize peace but has been broadened to include justice, a vital partner of peace. The once clear categories of "domestic" and "foreign" were consciously blurred so the global scope of the wide range of problems could be emphasized on World Community Day. Several World Community Day Celebrations have incorporated an interfaith focus, promoting reaching out to Jewish and Muslim sisters.

Human Rights Celebration

The Human Rights Celebration was established in 2006 with the theme "Standing Up for Human Rights," written by Cathy Smith of New Jersey. The intention was to provide the opportunity for local units to honor individuals who work for the cause of human rights. Its history stems from the National Human Rights Celebrations previously held at the United Nations on December 10 each year to celebrate Human Rights Day. The time of year and the location made it difficult for women from across the country to participate in this event, so the Celebrations Committee was asked to create a service that could be used locally. Local units are encouraged to hold this celebration at a time convenient for them. New services are created each year as more local units incorporate this celebration into their annual schedules.

Fellowship of the Least Coin

The Celebrations Committee is charged with promoting the Fellowship of the Least Coin (FLC) through May Friendship Day materials and ensuring that FLC literature is included in the Annual Information Mailing (AIM) packet.

General Information about Celebrations

The following materials are prepared for each Celebration:

- *Worship service*
- *Leaders/Planners Guide (with evaluation forms)*
- *Bible Study/Action/Education guide*
- *Poster*
- *Postcard or bookmark*

State Celebrations Chairs and Local Unit Presidents automatically receive a packet for each celebration in the AIM mailing.

The Celebrations Committee works to provide creative materials that foster meaningful worship for both individual and local unit growth. The CWU Bylaws encourage a close working relationship between the Celebrations Committee and the Action and Global Concerns Committee. Spiritual nurture and corporate worship are the heart of CWU. The task becomes enabling ecumenical worship and study that compels women toward justice and peace in this world that God so loves.

THE ACTION AND GLOBAL CONCERNS COMMITTEE

Since the beginning of Church Women United, women of faith have responded to critical global, national, state and local issues by "drawing on the Spirit within" as they grow in understanding of the theological basis for addressing critical social issues.

The Action and Global Concerns Committee is composed of the Chair, elected by the Common Council, and no more than three (3) additional members to be appointed by the National President in consultation with the Action and Global Concerns Chair and with the approval of the Board of Directors. This volunteer committee works closely with the CWU Legislative Office in Washington, D.C., the Ecumenical Action Chairs in State and Local CWU units, CWU UN liaisons and volunteers, the supporting denominations and faith groups, and other organizations including non-governmental organizations (NGOs).

The responsibilities of the Action and Global Concerns Committee are:

- *To monitor global and national issues and concerns;*
- *To develop social policy statements for the approval of the Board of Directors;*
- *To initiate advocacy based on Common Council positions (social policies, resolutions and statements of concern);*
- *To ensure that social policy statements, resolutions, recommendations, statements of concern, along with recommended steps for action, are communicated to the constituency;*
- *To recommend appropriate action in the name of CWU on relevant issues through "Inform and Act," "Action Alert," and "Advocacy Sign-ons";*
- *To relate to and network with state Action and Global Concerns Committees (often called Ecumenical Action Committees);*
- *To work closely with the Celebrations Committee;*
- *To research, develop and oversee the adoption of the Quadrennial Priority at the Common Council Session;*
- *To provide Quadrennial Priority resources to state and local CWU units; and*
- *To assist state and local CWU units to study, witness and act in order to implement the Quadrennial Priority.*
- *To propose an annual budget for the committee.*

SOCIAL POLICY STATEMENT, RESOLUTIONS, STATEMENTS OF CONCERN

Church Women United bases its involvement in different issues on its statement of Mission and Common Goals. One of the responsibilities of the National CWU Action and Global Concerns Committee is to interpret these statements and apply them to specific social issues. This is done by developing policies, resolutions, recommendations, and statements of concern, which become the basis for programs of CWU.

The Policies, Resolutions, Recommendations, Statements of Concern on Social Issues approved since 1976 are brought together in Addendum 4.

Social Policy statements set forth the views, aims, and aspirations of a deliberative body. A CWU Social Policy statement presents a basic statement of agreement on a broad principle of common concerns which are consistent with CWU goals and purpose, and is based on Christian beliefs.

A Resolution expresses a formal decision by a deliberative assembly regarding action on a single matter. A CWU resolution addresses a specific issue, authorizes specific action, and is based on a CWU social policy statement.

A Recommendation addresses a specific issue and suggests a procedure or plan of action as an appropriate response and one worthy of acceptance. It does not have to be based on an existing social policy.

A Statement of Concern is a public statement of the Board of Directors or the Common Council of CWU. It seeks to express a concern for a moral, spiritual, political, economic, social, denominational or ecumenical matter.

PROCEDURE FOR DEALING WITH POLICY STATEMENTS, RESOLUTIONS, RECOMMENDATIONS, AND STATEMENTS OF CONCERN ON SOCIAL ISSUES

Issues for consideration may be referred to the Action and Global Concerns Committee by action of state units, local units, members of the Board of Directors, other members of the Common Council, and other committee members. They must be submitted in writing to the national President, the national office, or directly to the Action and Global Concerns Committee. The Action and Global Concerns Committee selects the issues to address and decides on a course of action in response. It might be to pursue developing a Social Policy Statement, if none exists addressing the issue, or to consider it in a Resolution, a Recommendation, or a Statement of Concern. Any of these courses of action require preparation, study, dialogue, and consultation. The final decision on this process for Resolutions, Recommendations, and Statements of Concern falls to the Board of Directors or the Common Council. Social Policy Statements may be approved only by the Common Council.

For Social Policy Statements

- The Action and Global Concerns Committee researches and writes a proposed Social Policy Statement.
- The proposed Social Policy Statement is brought to the Board of Directors for a first reading, hearings, educational workshops, and discussion.

- *The proposed Social Policy Statement is sent to all Common Council members with instructions that state presidents bring it to their state boards and local units for discussion, hearings or educational workshops, suggestions, and concurrence. Response forms are included.*
- *The Action and Global Concerns Committee synthesizes responses and prepares an updated document for*
- *The statement is presented to the Board of Directors for a second reading and recommendation of approval.*
- *The Action and Global Concerns Committee prepares and sends the proposed Social Policy Statement to the Common Council for vote.*

For Resolutions

- *The Action and Global Concerns Committee researches and writes the resolution. It must include a reference to the Social Policy on which it is based.*
- *The resolution is brought to the Board of Directors for a first reading.*
- *The second reading of the resolution may be presented to the Board of Directors for approval after an interim of at least 24 hours. If, however, the Common Council is in Session at that time, the second reading and subsequent action should take place there.*
- *If the Board of Directors has given final approval of a resolution, that action should be reported to the Common Council as soon as possible.*

For Recommendations and Statements of Concern

- *The Action and Global Concerns Committee researches and writes the Recommendation or Statement of Concern.*
- *The Recommendation or Statement of Concern is brought before either the Board of Directors or the Common Council for discussion and action after only one reading.*

For all Social Policy Statements, Resolutions, Recommendations, Statements of Concern

As soon as the appropriate body has approved any of the above, the full text (or summary of the main points if the text is long) together with recommended steps for action should be communicated to the constituency. The Action and Global Concerns Committee takes responsibility for this step.

THE COMMUNICATIONS COMMITTEE

The Communications Committee is composed of the Chair and three (3) additional members to be appointed by the President in consultation with the Communications Chair and with the approval of the Board of Directors. (Bylaws, Article VIII, Section 2, C)

The responsibilities of the Communications Committee are:

- To coordinate the publication of the bimonthly newsletter, ChurchWoman News, in consultation with staff;*
- To coordinate the production of the Annual Information Mailing (AIM) packet in consultation with the Board of Directors and staff;*
- To advise and assist the Board of Directors and staff in the preparation of all print and electronic materials;*
- To work collegially with staff in developing a mailing list/LISTSERV of ancillary organizations, women's organizations, and other faith groups that share a common vision with the Movement;*
- To encourage local and state units and denominational groups to contribute ideas and articles for publication;*
- To work in partnership with the Board of Directors and staff to develop ways to ensure higher visibility of CWU at meetings, conventions and gatherings;*
- To assist in evaluating and updating the web page;*
- To develop press releases when appropriate;*
- To explore ways to improve communications throughout the Movement;*
- To work collegially with other committees to enhance their viability and effectiveness in the interpretation of their work;*
- To provide and develop resources as needed;*
- To respond to communication needs as suggested by the Board of Directors; and*
- To propose an annual budget for the committee.*

Additional Information

CRITERIA FOR CWU UNITS

Option One: CWU Local Unit

Expectations of the CWU Local Unit:

A local unit observes two or more Celebration Days and sends reports to national and state units.

- *A local unit accepts the Common Goals of CWU.*
- *A local unit has a functional relationship with state and national units of CWU in the development and implementation of national program priorities.*
- *A local unit financially supports the work of the state and national units through offerings, purchase of CWU resources, and general contributions to the ongoing work of CWU.*
- *A local unit has an organizational structure that meets its goals and which is reported to the national unit by the return of the annual local unit officer form.*

Expectations of the National Unit:

- *The national unit assigns an identification number to each local unit.*
- *The national unit sends each local unit president the Annual Information Mailing packet.*
- *The national unit provides leadership development and personal growth seminars through regional events and state assemblies.*
- *The national office keeps a local unit officer computer file, will inform state officers of local unit changes and of possibilities for revitalization of existing units or development of new units.*

Expectations of the State Unit:

The state unit incorporates the local unit into the state unit through newsletters, area contacts, state assemblies, state board meetings, and other activities as appropriate.

Option Two: Celebrations Unit

Expectations of the Celebrations Unit:

- *The Celebrations unit holds two or more Celebration services per year which may include Bible study and/or follow-up action.*
- *The Celebrations unit returns Celebration report forms and offerings to the national office and a copy to the state Celebrations coordinator following each Celebration.*
- *The Celebrations unit identifies (a) contact person(s) in the community to receive materials and to coordinate the Celebration services.*

Expectations of the National Unit:

- *The national unit assigns an identification number to each Celebration unit.*
- *The national unit sends each unit contact person the annual sample celebration packet.*
- *The national unit responds to a unit requesting information on forming a CWU local unit.*
- *The national unit sends an annual report to the Celebrations unit.*

Expectations of the State Unit:

- *The state unit gives assistance to units requesting help in forming a CWU local unit.*
- *The state unit informs units through newsletters and other appropriate activities.*

Option Three: CWU Affiliate Unit


Expectations of the CWU Affiliate Unit:

- *A group of women indicates interest in CWU.*
- *A group of women may gather to work on a CWU national program priority and/or implement CWU goals and/or discuss an issue pertinent to CWU national priorities in a variety of non-traditional settings, such as a college campus, a prison, a seminary, a work place, a community center, et al.*
- *A group of women will express their ecumenical solidarity and will be receptive to CWU informational materials.*
- *A group of women will participate where possible in Celebrations with other units.*

Expectations of the National Unit:

- *The national unit acknowledges interest from a potential CWU affiliate by responding to an individual or a CWU local unit with options or suggestions as appropriate.*
- *The national unit informs the state unit and the appropriate local unit or metro-group of the interest expressed for a CWU affiliate unit.*

Expectations of the State Unit:

- *The state unit acknowledges interest from a potential CWU affiliate by responding to an individual or a CWU local unit with options or suggestions as appropriate.*
 - *The state unit informs the national unit of the interest expressed for a CWU affiliate unit.*
- 

Young Church Women United (YCWU)

History: *The policy of designating two position on the National Board of Directors for young women, ages 21 – 45, (later adjusted to no older than 40 when elected), which was initiated in 2004, came out of the work of the Massachusetts Church Women United Unit (before it was yoked with Rhode Island). The Massachusetts State Unit had an annual program recognizing Outstanding Young Church Women from various denominations.*

This recognition of teenagers eventually worked into programs held in local units in Massachusetts. In 1993, Marilyn and Julie Lariviere, with the help of a Revitalization grant from CWU, held the first Young Church Women United (the name chosen by Marilyn and Julie) Retreat for teen aged girls at Craigville Conference Center on Cape Cod. These retreats have continued to be held annually since that time. A logo with the world reformed in the shape of a cross and cross imprinted globe necklaces have been used to help young women feel a sense of community.

In 1992, a program recognizing Outstanding Young Church Women (ages 21-35) began at the Massachusetts CWU Annual Assembly and continues to be a part of this annual event. It includes a panel discussion by the young women, as well as a presentation of certificates. This idea was incorporated into a program for local and/or state units that eventually became a focus of the 2002 May Friendship Day program written by the Rev. Kristin White and Marilyn Lariviere. The information for recognizing young women has continued to be part of the May Friendship Day material.

In 1996, a program for teenagers was instituted as part of the Northeast Regional Assembly (Event) and has continued to be part of subsequent Regional Events.

The National Young Church Women United Initiative: *At its 2000 Session, the Common Council established the Young Church Women United Initiative with the following goal: To involve younger women (ages 21 – 45) in the Church Women United movement and to support them on their faith journeys. Marilyn Lariviere and Mona Hayes were named YCWU Coordinators.*

The vision for the YCWU Initiative was to have every CWU State Unit intentionally involve younger women in at least one meeting during the year, with the hope that this would be an opportunity for young women who exemplify what it means to live the Gospel message, to share their views of being young women of faith in today's world.

In 2001 during the National CWU Assembly in Milwaukee, Marilyn and Julie Lariviere led a retreat program for teenagers from many different states. They were assisted by a team from across the country including Marilyn Seashore of Minnesota.

In 2004, a retreat for young women (ages 21-45), led by Marilyn Lariviere and Mona Hayes, was held in conjunction with the Common Council Session in Mesa, Arizona. The retreat participants decided that they wanted to continue to meet and planned an event for the following year. Meanwhile, the Common Council voted to add two Young Church Women United Representatives, ages 21 – 45 (later changed to no older than 40 when elected) to the National Board of Directors. The Rev. MaryAnn Glover and the Rev. Julia Yuen were chosen to be the first representatives. Their role was to bring the voices of younger women to the table and to provide leadership in ways to reach out to that age group. During their tenure on the Board, two more retreats were held.

Amanda Doescher and Marilyn Seashore were elected as the YCWU representatives in 2008 and they worked at creating a data base of younger women, as well as to encourage local and state units to hold events that recognize, honor, and intentionally include younger women. The Regional Events held throughout the country during this Quadrennium provided an arena for interaction with younger women and the fresh ideas they bring.

Across the country, the ideas presented by the YCWU Representatives continue to be carried out in different ways, which in turn engenders new ideas. The concept of ensuring that the national governing body hears the voices of younger women by their active membership on the Board of Directors continues to bear fruit for the movement.

CENTRAL REGION

Iowa
Minnesota
Nebraska
North Dakota
South Dakota
Wisconsin

EAST CENTRAL REGION

Illinois
Indiana
Kentucky
Michigan
Ohio

NORTHEAST REGION

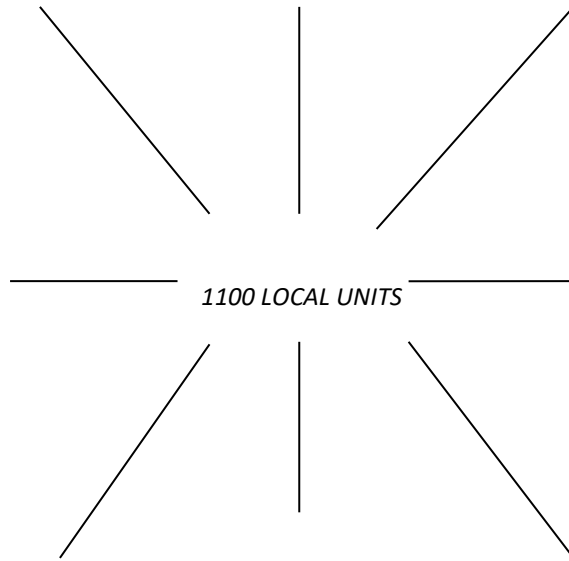
Connecticut
Maine
Massachusetts
New Hampshire
New Jersey
New York
Rhode Island
Vermont

NORTHWEST REGION

Alaska
Montana
Oregon
South Idaho
No Idaho/Washington

MID-ATLANTIC REGION

Delaware
Maryland
Pennsylvania
Virginia
Greater Washington, DC
West Virginia



SOUTHWEST REGION

Arizona
No CA/No NV
So Ca/So NV
Colorado
Hawaii
New Mexico
Utah
Wyoming

SOUTHEAST REGION

Alabama
Florida
Georgia
Mississippi
North Carolina
South Carolina
Tennessee
Puerto Rico

SOUTH CENTRAL REGION

Arkansas
Kansas
Louisiana
Missouri
Oklahoma
Texas



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